

**THE  
ENGINEERING INSTITUTE  
OF CANADA**

**INCORPORATED 1887 AS  
THE CANADIAN SOCIETY OF  
CIVIL ENGINEERS**

**CALGARY BRANCH**

**BY-LAWS**



**CALGARY - SEPTEMBER, 1954**



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**The Calgary Branch  
of  
The Engineering Institute  
of Canada**

ORGANIZED MARCH 12th, 1913

CHARTER DATED APRIL 8th, 1913

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**BY-LAWS**

Calgary, September, 1954



## HISTORICAL

The Calgary Branch of the Canadian Society of Civil Engineers was organized on 12th March, 1913, and granted its Charter on 8th April, 1913, with the following membership:

E. L. Miles	E. N. Ridley
J. S. Leith	J. A. Symes
M. H. Marshall	H. H. Moore
C. M. Arnold	J. S. Dennis
S. H. Frame	H. B. Muckleston
A. Fronhoefer	J. E. Newlands
F. K. Beach	F. W. Alexander
P. M. Sauder	P. A. Fetterley
R. J. Burley	H. C. Ritchie
F. H. Peters	H. R. Carscallen
G. Romanes	T. E. Robinson
H. Sidenius	J. T. Child
A. S. Dawson	P. J. Jennings
F. G. Cross	

In April, 1918, an Act of Parliament changed the name of the organization to The Engineering Institute of Canada, thus amending the original Act of 23rd June, 1887.

On December 14th, 1940, an agreement between the Engineering Institute of Canada and the Association of Professional Engineers of Alberta was formerly executed with the object of promoting closer co-operation between these two engineering organizations.

## PAST MEMBERS OF COUNCIL

1917—Wm. Pearce	1929—J. H. Ross
1918—Wm. Pearce F. H. Peters	1930—T. Lees
1919—Wm. Pearce F. H. Peters	1931—S. G. Porter, Pres., E.I.C. R. S. Trowsdale
1920—Wm. Pearce G. W. Craig	1932-33—S. G. Porter, Ex-Officio B. Russell
1921-22—G. W. Craig S. G. Porter	1934-35—F. M. Steel
1923—S. G. Porter B. L. Thorne	1936-37—H. J. McLean
1924—B. L. Thorne G. N. Houston	1938-39—John Haddin
1925—A. S. Dawson, Vice-Pres., E.I.C. B. L. Thorne	1940-41—G. P. F. Boese
1926—A. S. Dawson, Vice-Pres., E.I.C. R. S. Trowsdale	1942-43—S. G. Coultis
1927—S. G. Porter, Vice-Pres., E.I.C. A. L. Ford	1944-45—J. McMillan
1928—S. G. Porter, Vice-Pres., E.I.C. P. J. Jennings	1946-47—J. G. McGregor
	1947-48—J. G. McGregor
	1948-49—S. G. Coultis, Vice-Pres., E.I.C. K. W. Mitchell
	1949-50—K. W. Mitchell
	1950-51—R. T. Hollies
	1951-52—R. T. Hollies
	1952-53—J. J. Hanna
	1953-54—J. J. Hanna
	1954-55—H. R. Hayes

## PAST OFFICERS

- 1913-14—H. B. Muckleston, Chairman  
P. M. Sauder, Sec.-Treas.
- 1915—F. H. Peters, Chairman  
P. M. Sauder, Sec.-Treas.
- 1916—Wm. Pearce, Chairman  
S. G. Porter, Sec.-Treas.
- 1917—A. S. Dawson, Chairman,  
S. G. Porter, Sec.-Treas.
- 1918—Wm. Pearce, Chairman  
C. M. Arnold, Sec.-Treas.
- 1919—G. W. Craig, Chairman  
C. M. Arnold, Sec.-Treas.
- 1920—P. Turner Bone, Chairman  
C. M. Arnold, Sec.-Treas.  
A. L. Ford, Sec.-Treas.
- 1921-22—G. N. Houston, Chairman  
B. L. Thorne, Chairman  
A. L. Ford, Sec.-Treas.
- 1922-23—P. J. Jennings, Chairman  
J. A. Spreckley, Secretary  
G. P. F. Boese, Treasurer
- 1923-24—V. Meek, Chairman  
E. E. Emery, Vice-Chairman  
J. A. Spreckley, Secretary  
G. P. F. Boese, Treasurer
- 1924-25—R. S. Trowsdale, Chairman  
A. L. Ford, Vice-Chairman  
G. P. F. Boese, Sec.-Treas.
- 1925-26—A. L. Ford, Chairman  
W. S. Fetherstonhaugh,  
Vice-Chairman  
G. P. F. Boese, Sec.-Treas.

- 1926-27—J. H. Ross, Chairman  
F. K. Beach, Vice-Chairman  
H. R. Carscallen, Sec.-Treas.
- 1927-28—F. K. Beach, Chairman  
T. Lees, Vice-Chairman  
H. R. Carscallen, Sec.-Treas.
- 1928-29—T. Lees, Chairman  
F. J. Robertson, Vice-Chairman  
W. H. Broughton, Sec.-Treas.
- 1929-30—F. J. Robertson, Chairman  
W. St. J. Miller, Vice-Chairman  
W. H. Broughton, Sec.-Treas.
- 1930-31—B. Russell, Chairman  
R. C. Harris, Vice-Chairman  
A. W. P. Lowrie, Sec.-Treas.
- 1931-32—R. C. Harris, Chairman  
F. M. Steel, Vice-Chairman  
A. W. P. Lowrie, Sec.-Treas.
- 1932-33—F. M. Steel, Chairman  
H. J. McLean, Vice-Chairman  
H. W. Tooker, Sec.-Treas.
- 1933-34—H. J. McLean, Chairman  
G. P. F. Boese, Vice-Chairman  
John Dow, Sec.-Treas.
- 1934-35—G. P. F. Boese, Chairman  
John Haddin, Vice-Chairman  
John Dow, Sec.-Treas.
- 1935-36—John Haddin, Chairman  
John Dow, Vice-Chairman  
Harry H. Bell, Sec.-Treas.  
James McMillan, Sec.-Treas.
- 1936-37—John Dow, Chairman  
H. W. Tooker, Vice-Chairman  
James McMillan, Sec.-Treas.



- 1937-38—H. W. Tooker, Chairman  
E. W. Bowness, Vice-Chairman  
James McMillan, Sec.-Treas.
- 1938-39—E. W. Bowness, Chairman.  
S. G. Coultis, Vice-Chairman  
B. W. Snyder, Sec.-Treas.
- 1939-40—S. G. Coultis, Chairman  
James McMillan, Vice-Chairman  
B. W. Snyder, Sec.-Treas.  
F. J. Heuperman, Sec.-Treas.
- 1940-41—James McMillan, Chairman  
J. B. deHart, Vice-Chairman  
P. F. Peele, Sec.-Treas.
- 1941-42—J. B. deHart, Chairman  
H. J. McEwen, Vice-Chairman  
P. F. Peele, Sec.-Treas.
- 1942-43—H. J. McEwen, Chairman  
K. W. Mitchell, Sec.-Treas.
- 1943-44—J. G. McGregor, Chairman  
K. W. Mitchell, Sec.-Treas.
- 1944-45—H. B. LeBourveau, Chairman  
A. B. Geddes, Sec.-Treas.
- 1945-46—P. F. Peele, Chairman  
A. B. Geddes, Sec.-Treas.
- 1946-47—H. R. Younger, Chairman  
J. F. Langsten, Sec.-Treas.
- 1947-48—M. W. Jennings, Chairman.  
J. F. Langsten, Sec.-Treas.
- 1948-49—R. T. Hollies, Chairman  
T. M. Parry, Sec.-Treas.
- 1949-50—J. J. Hanna, Chairman  
T. M. Parry, Sec.-Treas.

- 1950-51—W. A. Smith, Chairman  
D. C. Jones, Sec.-Treas.
- 1951-52—H. R. Hayes, Chairman  
D. C. Jones, Sec.-Treas.
- 1952-53—T. D. Stanley, Chairman  
C. E. McNevin, Sec.-Treas.
- 1953-54—K. W. Mitchell, Chairman  
W. E. Hawkins, Sec.-Treas.
- 1954-55—W. G. Sharp, Chairman  
W. E. Hawkins, Sec.-Treas.

**BY - LAWS**  
**OF THE CALGARY BRANCH**  
**OF**  
**THE ENGINEERING INSTITUTE OF CANADA**  
**1954 Revision**

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Approved by the  
**COUNCIL OF THE ENGINEERING INSTITUTE**  
**OF CANADA**

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**NAME**

1. The Branch shall be called "The Calgary Branch of The Engineering Institute of Canada", with headquarters at Calgary, Alberta.

**OBJECT**

2. The Branch shall promote the objects and interests of the Institute, shall seek to foster an esprit de corps amongst engineers, and shall encourage the preparation of papers and addresses on engineering subjects or on matters of scientific or engineering interest, both for presentation at meetings of the Branch and for publication by the Institute.

**MEMBERSHIP**

3. (a) The membership shall consist of Calgary Branch Residents, being corporate and non-corporate members of the Institute resident in Calgary or within 25 miles thereof; and Calgary Branch Non-Residents being corporate and non-corporate members of the Institute residing at a greater distance, who elect to be so designated or who may be so assigned by the Institute.

(b) The Branch may, at the discretion of the Executive Committee, admit persons, not qualified for membership in the Institute, who shall be termed "Branch Affiliates". Any persons who are closely associated with engineering work and are interested in the engineering profession may, in this manner, become Branch Affiliates. Such persons shall be permitted and encouraged to take part in and to vote upon such matters as do not relate to the By-Laws of the Branch, its management, or the policy of the Institute.

## APPLICATIONS

4. (a) Application for membership in the Institute shall be made in such form and manner as the Institute shall from time to time provide. When applications for membership in the Institute are referred to this Branch, the procedure shall be as follows:

- I. Reference by the Secretary of the Branch to the Chairman of the Credentials Committee.
- II. Examination and enquiry by the Credentials Committee with recommendation and return to the Branch Secretary.
- III. Reference of the application and recommendation to the Executive Committee.
- IV. Return to the General Secretary of the Institute with the Executive Committee's recommendation.

(b) Application for admission as Branch Affiliate shall be made on the prescribed form to the Secretary of the Branch. The annual fee for Branch Affiliates shall be such sum as may be set by the Branch Executive. The annual subscription to The Engineering Journal shall not be included in this fee. The number of Branch Affiliates shall be limited to thirty percent of the number of Corporate Members of the Branch, provided, however, that no Branch Affiliate shall forfeit his affiliation because of a decrease in the number of Corporate Members in the Branch.

Affiliation may be terminated at the discretion of the Executive Committee for arrears of fees, or for any other reason, which in the opinion of the Committee renders the person concerned undesirable as a Branch Affiliate.

## MANAGEMENT

5. The Branch shall be managed by an Executive Committee consisting of:

(a) The Chairman, the Secretary-Treasurer (or a Secretary and a Treasurer) and four other members all of whom shall be elected by letter ballot of the Corporate Members and Juniors of the Branch, and

(b) Those Members of Council and the junior surviving past Member of Council for the Branch resident within the jurisdiction of the Branch, to be known as Ex-Officio Members, and

(c) The immediate past Chairman and immediate past Secretary-Treasurer of the Branch, to be known as Members Emeriti. These latter to be members for only the year immediately following their term of office.

At its first meeting after the Annual Meeting the Executive Committee shall choose from amongst its elected members a Vice-Chairman whose tenure of office may be for a period less than the full Branch-year, and thereafter, throughout the Branch-year, there shall be continuity of the office of Vice-Chairman by subsequent appointment, if necessary.

Should the office of Chairman become vacant the Vice-Chairman at the time of such office becoming vacant shall assume the office of Chairman for the balance of the Branch year and the Executive Committee shall appoint a member of the Executive to the office of Vice-Chairman and shall fill the vacancy on the Executive, thus created, as provided for in By-Law No. 6.

## TENURE OF OFFICE

6. Elections shall be held at the Annual Meeting. Except as otherwise provided, members of the Executive Committee shall hold office for one Branch-year beginning at the close of the Annual Meeting and shall continue for the period named or until a successor is duly elected or appointed. The Executive Committee shall, without undue delay, make appointments to fill all vacancies which may occur.

## COMMITTEES

7. The Executive Committee shall, at its first meeting following the Annual Meeting, appoint a Credentials Committee consisting of at least five Corporate Members of whom one shall be named as Chairman, and such other standing committees as may be desired. The Executive Committee shall from time to time appoint such other committees as are found necessary.

## ANNUAL ELECTION OF OFFICERS

8. A Nominating Committee, consisting of at least two corporate members and one Junior member, shall nominate one corporate member, for each of the offices of Chairman, of Secretary-Treasurer (or of Secretary and of Treasurer), three corporate members and one junior as committeemen and two corporate members as auditors. All nominees must be in good standing at the time of their nomination and the Nominating Committee shall obtain from each nominee assurance of acceptance of office if elected.

Nominees shall, as far as practicable, represent the various branches of engineering activity.

Such nominations shall be delivered to the Secretary not later than seven weeks before the date of the Annual Meeting and if, by that time, the Nominating Committee has not completed the list of nominees, such list shall be completed forthwith by the Branch Executive. On completion of the

nominations the Secretary shall forthwith prepare a list showing the name and class of membership of each nominee and shall mail a copy of such list to every corporate member and junior who is in good standing and shall point out in the letter that additional nominations may be made by any member and/or Junior who is in good standing. Such nominations must be signed by at least eight members and/or Juniors, and must be received by the Secretary not later than four weeks prior to the date of the Annual Meeting.

If, by reason of other nominations, a ballot be required, such ballot shall be prepared by the Secretary and sent to all members who are eligible to vote, not less than two weeks before the date of the Annual Meeting, and such ballot shall show the names and class of membership of each nominee.

All corporate members and Juniors who are in good standing shall be entitled to vote, and instructions for voting shall be printed on the ballot which shall be returned to the Secretary prior to the Annual Meeting. All ballots shall be enclosed within two sealed envelopes. The outer envelope shall have thereon the signature of the voter, but the inner envelope containing the ballot shall have no identification thereon. All ballots which do not comply with these rules shall be rejected.

Plurality of votes will elect a nominee to office, and in the case of a tie the Institute By-Laws shall apply.

## **SECRETARY AND TREASURER**

9. (a) The Secretary shall conduct all correspondence and shall give notice of all meetings and elections. He shall call meetings of the Executive Committee at the direction of the Chairman or at the request, in writing, of three members of the Executive Committee.

A Membership Secretary may be appointed by the Executive Committee, and shall, under the direction of the Secretary, keep an up-to-date list of the names, addresses and classifications of all members of the Branch.

(b) The Treasurer or Secretary-Treasurer shall have charge of all funds of the Branch and such funds shall be deposited in a chartered bank. He shall collect all revenue and shall pay all accounts approved by the Executive Committee. The Treasurer shall maintain a set of account books in a manner satisfactory to the Executive Committee. The Treasurer shall prepare a balance sheet and statement of income, expense and assets for the current Branch year, and shall submit same to the Auditors at least one week before the Annual Meeting.

(c) Signing officers of the Branch will consist of the Chairman, the Treasurer, or the Secretary-Treasurer, and one of the elected Committee men. Cheques must be signed by any two of these signing officers.

(d) All securities of the Branch shall be retained in a bank deposit box to which any two of the signing officers may have access and transfer of securities shall be made under the signatures of any two of the signing officers.

## AUDITORS

10. The Auditors shall examine the Treasurer's books, vouchers, and balance sheet. They shall examine the minutes of the Executive Committee meetings and ascertain that all disbursements have been authorized by duly signed minutes. They shall visit the bank and deposit box, accompanied by any two officers having access thereto and verify the existence of the funds and securities as shown by the accounts. All financial statements shall be certified by the Auditors.



## MEETINGS OF THE BRANCH

11. (a) Ordinary meetings shall be held as decided upon by the Executive Committee.

(b) The Annual Meeting shall be held between March 1st and March 20th of each year. Notification of such Annual Meeting shall be mailed to all classes of members at least seven days prior to the date of the meeting.

(c) Special meetings may be called by the Secretary on the written request of ten corporate members stating the objects of such meetings. Notice, stating the object of such special meeting shall be mailed at least seven days before the date of the meeting.

(d) Ten corporate members shall form a quorum for the transaction of business at any meeting. The Chairman may, without such formality, call a special meeting for any purpose other than the transaction of business.

## ANNUAL REPORT TO THE INSTITUTE

12. The Branch shall submit an annual report of its proceedings and of its finances to the General Secretary of the Institute, for presentation to the annual general meeting of the Institute. The report shall cover the operations of the calendar year, and shall be approved by the Executive Committee and signed by the Chairman and Secretary of the Branch.

## GENERAL

13. Where not otherwise provided for, the Branch procedure shall conform with the By-Laws of the Institute.





